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**MEMORANDUM TO FILE**  
**11 December 2003**

**TO: FILE**

**FROM: MARK J. EDSALL, P.E., PRINCIPAL**

**SUBJECT: FIELD REVIEW – PLUM POINT CONDO – MANOR BUILDING  
NEW WINDSOR P.B.**

On the morning of 10 Dec 03 a joint field review was held by the undersigned and Mike Babcock in response to a request for the first C of O for one of the units. The manor building has a total of twelve (12) units. We met with Doug Christensen at the site.

There are no real site plans in support of the building as a residential unit. Mike and I were attempting to make a review based on "general standards" of the planning board. We were advised that a total of five (5) C of O's would be requested this winter season.

We reviewed the site as it currently exists. Several improvements (previously requested by MJE and MB) were complete. Well more than the required 10 parking spaces are available, finished and paved (finish course is not done, but temporary striping is done).

Mike and I agreed the current work completed is adequate to support the maximum five units. Doug Christensen agreed to call us in the spring for a field meeting to discuss finish work (top course pavement, landscaping, one-way signs, proper handicapped signs, etc.) and additional parking.

We see no problem at this time.

**cc: Mike Babcock**